

Standard Operating Procedures & Regulations

San Marcos Municipal Airport
San Marcos, Texas 78666

Forward

The City of San Marcos administers, maintains, and improves the Municipal Airport in a manner to ensure that its facilities and operation will provide the greatest service for the people of San Marcos and the aviation public.

By publishing this document and making it available to all persons using the Airport, such persons are considered to have knowledge of its content. Copies of this document are available from the Airport Manager during normal business hours.

Airport Manager

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Section 1 - General

1.1 Authority

- A. Authority. These procedures and regulations are promulgated under the power granted to the City Council of the City of San Marcos under Vernon's Ann. Civ. St. art. 46a-7.
- B. Application. All aircraft, pilots, operators, companies, business organizations, government agencies, and all persons coming upon Airport property for any purpose are subject to these regulations.
- C. Compliance. The City Council, the Airport Manager, and/or their representatives are empowered to require compliance with these regulations. Any violation of these regulations is hereby declared a misdemeanor offense, and the violator upon conviction shall be subject to a fine not to exceed \$500.00 or as otherwise provided by law. In addition, willful violators can be removed or evicted from the Airport premises and/or denied use of the Airport or its facilities if such action is determined by the Airport Manager to be reasonably necessary to protect public property or persons or ensure safety.
- D. Revisions. The City Council reserves the right to revise these procedures and regulations, make changes or waive said procedures and regulations without prior notice to the general public.
- E. Validity. The voiding of any particular procedure or regulation contained herein shall not effect the validity of the remainder of these procedures and regulations.
- F. Liability. The City of San Marcos assumes no responsibility for loss, injury, or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake or collision, nor does it assume any liability for injury to persons while on the Airport.

1.2 Definitions

- A. Airport. All lands within the legal boundaries of the San Marcos Municipal Airport and under the control of the City of San Marcos.
- B. City Council. The duly elected and certified governing body of the City of San Marcos.
- C. Airport Manager. The official employed by the City of San Marcos to manage, control, maintain, and protect the Airport.
- D. Federal Aviation Administration (FAA). The federal agency established by the Federal Aviation Act of 1958 and re-established in 1967 under the Department of Transportation.
- E. Fixed Base Operator (FBO). Any person, partnership, or corporation engaged in business of an aviation nature under provisions, contracts, or

- leases with the City of San Marcos and in accordance with applicable
- F. Federal Aviation Regulations.
 - G. Person. Any individual, firm, partnership, corporation, joint stock association, or body politic, and includes any trustee, receiver, assignees, or other similar representative.
 - H. Motor Vehicle. Any self-propelled ground conveyance other than an aircraft.
 - I. Accident. An unintentional happening which results in property damage, personal injury, or death.
 - J. Flying Club. A non-profit flying organization with a charter, by-laws, and elected officials.

1.3 Airfield Information

- A. Description. San Marcos Municipal Airport (HYI) is a public general aviation airport owned, administered, and maintained by the City of San Marcos.
- B. Location. 4 miles east of City on Airport Highway 21. Coordinates are 29 degrees 53.62' North, 97 degrees 51.88' West.
- C. Elevation. 597' MSL
- D. Runways. 8-26, 6330'x100' asphalt; 13-31, 5602'x150' asphalt; 17-35, 5442'x100' asphalt.
- E. Lighting. 8-26 and 13-31 lighted dusk to dawn. MIRL intensity, 13 MALSR, 31 VASI, and 8-26 REIL are transmitter activated on 123.05. Beacon and lighted wind indicator operate from dusk to dawn.
- F. Communications. San Marcos CTAF 123.05; San Marcos AWOS 120.825; Clearance Delivery 121.35; Austin TRACON 119.0; San Angelo Flight Service Station (FSS) 122.55.
- G. Approaches. ILS (I-RUM/108.7); VOR/DME (AUS/117.1); NDB/GPS (RU/272).
- H. Services. Attended sunrise to sunset, fuel (100LL, Jet A), oxygen, APU, avionics and airframe-powerplant repairs, tiedowns, hangar, aircraft rental, charter, flight instruction, public terminal facilities, rental car.
- I. Telephone. Weather and NOTAMS (SJT FSS) 1-800-WX-BRIEF; San Marcos AWOS 512-353-8005; flight operations (Berry Aviation FBO) 1-800-229-2379/512-353-2379; Airport Manager 512-393-8160.

Section 2 - Operations

2.1 Aeronautical Activities

All aeronautical activities at this Airport shall be conducted in conformity with the current regulations of the Federal Aviation Administration and the other applicable

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Federal, State, and local agencies with jurisdiction over Airport matters. Only properly registered aircraft and legally certificated pilots will operate at this Airport.

2.2 Tiedown of Aircraft

Aircraft not hangared shall be tied down and secured at night. The aircraft owner or his agent is responsible for the tiedown and security of his aircraft at all times including inclement weather. Inspection of tiedown equipment is the owner/pilot's responsibility. Transient aircraft tied down overnight are subject to the overnight tiedown fee established by the City Council. Aircraft based at the Airport will pay the monthly tiedown fee established by the City Council.

2.3 Parking of Aircraft

Aircraft will not be parked in such a manner to impede the normal movement of other aircraft and traffic. It is the responsibility of the pilot when leaving a parked aircraft on the Airport to ensure the brakes are set and/or the aircraft is properly chocked and/or tied down.

2.4 Damage to Airfield Lighting

Any person damaging any light or fixture on the Airport shall immediately report such damage to the Airport Manager. Persons causing damage to approach, runway, and/or taxiway lights or fixtures, as a result of negligent acts, shall be liable for the replacement costs.

2.5 Taxiing Aircraft

- A. Speed. Aircraft shall be taxied at safe and prudent speed and under full control of the pilot at all times.
- B. Consideration. No person shall start or run an aircraft in such a manner to risk damage to other aircraft or property or in such a manner to blow paper, debris, or other objects across the taxiway or runway or in such a manner to endanger any operations on the Airport.

2.6 UNICOM Procedure

All pilots are encouraged to call on the assigned Airport CTAF/UNICOM frequency to determine the recommended runway and to announce their position and intention for take-off and landing. The Airport CTAF/UNICOM frequency is 123.05.

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2.7 Traffic Patterns

- A. Direction. All VFR traffic is expected to make LEFT TRAFFIC PATTERNS to all runways.
- B. Altitude. Recommended traffic pattern altitude for the Airport is 1600' MSL/1000' AGL.

2.8 Authority to Suspend Operations

The Airport Manager may suspend or restrict any or all operations on the Airport whenever such action is determined necessary.

2.9 Closing of Airport

In the event the Airport Manager believes conditions at the Airport are unsafe, it is within his authority to close the entire Airport or any part thereof. A Notice to Airmen (NOTAM) will be immediately filed with FAA Flight Service.

Section 3 - Public and Tenant Usage

3.1 Commercial Activities

Business or Commercial Activity. No person shall use the Airport for business or commercial activities without first obtaining the approval of the City Council. See *Minimum Standards for Fixed Base Operators and Airport Tenants* for commercial activity requirements.

3.2 Flying Schools

No commercial flight school shall be operated on or from the Airport except under contract with the City of San Marcos.

3.3 Flying Clubs

The following requirements pertain to all flying clubs desiring to base their aircraft at the Airport and be exempt from commercial regulations:

- A. Definition. Each flying club must be a not-for-profit organization.

- B. Procedures. The flying club must file and keep current with the Airport Manager a complete list of the club's membership. The club's owned or leased aircraft will not be used by other than bonafide club members for rental and not for commercial operations.
- C. Insurance Requirements. Each club aircraft must have a minimum aircraft liability insurance coverage in the amount of \$500,000 Bodily Injury and Property Damage and \$100,000 Passenger Liability.

3.4 Advertisements

No person shall post, distribute, or display signs, advertisements, circulars, or any other printed material on the Airport without the prior approval of the Airport Manager.

3.5 Demonstrations, shows, and Exhibitions

No person shall engage in any show, demonstration, or exhibition without prior written permission from the City of San Marcos.

3.6 Lost Articles

Any person finding lost articles on the Airport shall deposit them at the Airport Manager's office. Articles unclaimed after 60 days by the owner may be turned over to the finder or otherwise legally disposed of by the City of San Marcos.

3.7 Right of Entry

The Airport Manager shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all rooms, areas, and buildings on the Airport.

3.8 Construction or Alteration

No construction work or alterations to grounds or structures other than minor repairs or maintenance shall be performed on the Airport without written permission from the City of San Marcos.

3.9 Restricted Areas

No person shall enter any restricted area on the Airport except with the authorization of the Airport Manager.

3.10 Sanitation

- A. Disposal. No person shall dispose of garbage, papers, refuse, or other waste materials on the Airport except as provided by City Ordinance.
- B. Burning. No open fires are allowed on the Airport without the approval of the City of San Marcos. No trash or refuse will be burned on the Airport at any time.
- C. No materials may be put in the sanitary sewer system, or any other drainage system, which do not conform to the regulations of the City of San Marcos which cover such matters.

3.11 Alcohol and Narcotics

- A. Legal Compliance. All applicable local, State, and Federal laws pertaining to handling or use of alcoholic beverages, narcotics, and drugs shall apply on the Airport.
- B. Under the Influence. No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.

3.12 Disorderly Conduct

No person shall commit any disorderly, obscene, or indecent act or commit any act of nuisance on the Airport.

3.13 Preservation of Property

No person shall destroy, injure, deface or disturb in any way any building, sign, equipment, marker, structure, lawn or public property on the Airport. No person shall trespass on agricultural areas without the approval of the Airport Manager. No person shall abandon property on the Airport. No person shall interfere with, tamper, or injure any part of the Airport operation or any aircraft on the Airport.

3.14 Hunting and Firearms

Except for sporting firearms for shipment, only official authorized persons may carry any firearms on the Airport. There shall be no hunting or shooting on the Airport.

Section 4 - Fire Regulations

4.1 Application and Compliance

All persons, companies, and agencies engaged in any activity at the Airport, whether occupying airport owned facilities or otherwise, shall comply with fire regulations as issued by the City of San Marcos and shall comply with all applicable County, State, and Federal Laws and Regulations.

4.2 Enforcement

The Airport Manager or other duly authorized officials may direct the removal of fire hazards, arrangement and modification of equipment, or alter operating procedures in the interest of fire prevention.

4.3 Fire Prevention

All persons using the Airport, or the facilities of the Airport in any way, shall exercise the utmost care to guard against fire and injury to persons and property.

4.4 Parking Obstructions

Aircraft shall not be parked in front of hangar doors or in such a manner to restrict evacuation in case of fire. This shall also apply to all motor vehicles and materials which might cause an obstruction.

4.5 Cleaning of Parts

The cleaning of engine parts or other parts of aircraft shall be with non-flammable liquids unless the engine or aircraft parts being cleaned are located a safe distance away from other aircraft or Airport facilities. If volatile liquids are employed, cleaning operations must be in open and clear areas or in a suitable room of the

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repair facility and separated from storage and operational areas by fire resistant partitions in compliance with the requirements of the National Board of Fire Underwriters (Refer to Section 5.2).

4.6 Doping

The process of "doping" shall be accomplished only in properly designated; fire proofed and ventilated facilities or open areas on the ramp.

4.7 Hangar Floors

Floors shall be kept clean and free from oil. The use of volatile solvents for cleaning floors is prohibited.

4.8 Empty Containers

All empty oil, paint and varnish cans, bottles or other containers shall be removed immediately from the premises and not allowed to remain on floors, wall stringers, or overhead storage areas in or about hangars, shops, and other buildings.

4.9 Trash

No boxes, crates, rubbish, paper or litter of any kind shall be permitted to be stored in or about hangars except in proper receptacles provided for such purpose.

4.10 Flammable, Corrosive, and Toxic Materials

Containers of gasoline, kerosene, or other flammable liquids, explosives, toxic or corrosive substances shall not be stored in hangars.

Section 5 - Fueling and Flammables

5.1 Fueling and Defueling Procedures

- A. Engine Running. No aircraft shall be fueled or defueled while the engine is running or being warmed by application of exterior heat.
- B. Electrical Storm. No aircraft shall be fueled or defueled during an electrical storm.
- C. Smoking. No person shall smoke within 100 feet of an aircraft being fueled or defueled.

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- D. Radio Operation. No person shall operate a radio transmitter or electrical systems in an aircraft while it is being fueled or defueled.
- E. Grounding. During fueling and defueling, the aircraft and dispensing apparatus shall both be properly grounded.
- F. Equipment Status. Fueling hoses and equipment shall be maintained in a safe, operational, and non-leaking condition and shall be approved by the National Board of Fire Underwriters, or equivalent standard.
- G. Spillage. No persons shall start the engine where there is fuel spillage on the ground in the vicinity of the aircraft. Persons responsible for spillage will take proper measures to insure removal of the spilled fuel.
- H. Fire Extinguishers. Adequate fire extinguishers shall be within reach of all persons engaged in fueling or defueling operations. All extinguishers shall be inspected and recertified as required by law. All persons engaged in fueling and defueling shall be familiar with the proper use of fire extinguishers.
- I. Passengers. No aircraft shall be fueled or defueled while passengers are on board the aircraft unless the aircraft door(s) is/are in open position.
- J. No aircraft shall be fueled while parked in a closed hangar.

5.2 Cleaning of Aircraft

No person shall use volatile liquids in the cleaning of an aircraft, aircraft engines, propellers, parts, or for any other purposes, unless such operations are conducted in the open or in a facility specifically equipped and approved for that purpose. (Refer to Section 4.5.)

5.3 Storage

- A. Flammables. No person shall keep or store any flammable liquids, gases, signal flares or other similar material in the hangars or in any building on the Airport, unless such materials are kept in an aircraft in the proper receptacles installed in the aircraft for such purposes or in rooms or areas specifically approved for such storage.
- B. Waste Oil. No person shall keep or store waste oils in or about the hangars.

5.4 Liquid Disposal

No fuels, oils, dopes, paints, solvents, or acids shall be disposed of or dumped on the ramp area, agricultural lands, or elsewhere on the Airport. All disposals shall be in accordance with City Ordinance and Environmental Protection Agency (EPA) and FAA standards.

Section 6 - Motor Vehicles

6.1 General Requirements

Persons shall operate motor vehicles on the Airport in accordance with these procedures and regulations and in full compliance with all State of Texas licensing, registration, and operating requirements.

6.2 Speed

No person shall operate a motor vehicle on the Airport in a reckless or negligent manner, or in excess of a safe and prudent speed. Posted speed limits will not be exceeded. Speeds shall not exceed 15 MPH in aircraft parking and hangar areas.

6.3 Parking

- A. Location. No person shall park a motor vehicle on the Airport other than in areas specifically established for public and tenant parking. No persons shall park a motor vehicle so as to obstruct roadways or taxiways. No person shall park a motor vehicle in aircraft parking areas.
- B. The Airport Manager shall have the authority to tow or otherwise remove motor vehicles which are parked on the Airport in violation of these rules. The vehicle will be towed at the owner's expense and without liability for damage which may result in the course of such moving.

6.4 Vehicle Repairs

No person shall clean or make any repairs to motor vehicles on the Airport, except for Airport support vehicles and minor emergency repairs.

6.5 Operating Regulations

- A. Ramp. No motor vehicles, other than support vehicles, shall be permitted to operate on the Airport parking ramp except for the loading and unloading of aircraft occupants or cargo without the approval of the Airport manager.
- B. Runways and Taxiways. No person or motor vehicle shall be permitted on the Airport runways or taxiways except as specifically authorized by the Airport Manager.
- C. Right-of-way Procedures. All motor vehicles shall pass to the rear of taxiing aircraft and no vehicle shall approach closer than 100 feet of any aircraft when such aircraft's engine(s) is/are operating.

Section 7 - Emergency Procedures

7.1 Emergency Notification and Response

- A. General. The City of San Marcos provides emergency services of fire, police and medical response to the Airport. However, because of distances involved, response time to the Airport may be excessive in some emergency situations. In order to provide faster initial response to an emergency, the Gary Job Corps Center has agreed to make its fire, police, and medical services available to the Airport.
- B. Notification Procedures. In addition to standard FAA emergency notification procedures, local emergency response may be initiated during Airport attended operating hours through San Marcos CTAF/UNICOM on 123.05 or by telephoning flight operations (Berry Aviation FBO) at 512-353-2379 or Airport Administration at 512-393-8160. During all hours, emergency notification can be initiated by calling San Marcos Police "911" or 512-392-8111; Gary job Corps Security is also available during all hours at 512-396-6622. When initiating emergency notification, identify yourself and give nature of emergency, location, and requested response, i.e., fire, ambulance, security or all three. Please stay on the telephone until released by the emergency service dispatcher.

7.2 Volunteer Assistance

Volunteer assistance and/or access to the scene of any aircraft accident will be approved and controlled by the authorized emergency response personnel and the appropriate law enforcement authorities.

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7.3 Accident Reporting

In addition to required FAA notification and reporting actions, the operator of any aircraft involved in an accident at the Airport shall immediately notify the Airport Manager and, within 24 hours, submit a full written report of the accident. When a written report is required by the FAA, a copy of such report will suffice for the Airport requirement.

Section 8 - Safety

8.1 Safety Policy

The policy of the Airport is that safety is of primary and overriding priority. All persons on the airport, for any reason, are required to comply with this policy. These Standard Operating Procedures and Regulations are intended to promote safety as well as good operating practices. If any deviation is required in the interest of safety, such deviation is both authorized and encouraged. However, any such deviation shall be reported to the Airport Manager as soon as practical after the occurrence.

8.2 Hazard Identification

Hazard identification and abatement are continuing programs at this Airport. Any person with knowledge of a hazard at the Airport should immediately report this information to the Airport Manager.

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